

PART 3.0:

VIEWING FIPS CODES AND ADDRESSES

3.0 VIEWING FIPS CODES AND ADDRESSES

The FIPS Codes and Address section of the IRG provides contact information for state, county, and international Child Support Enforcement agencies and personnel, as well as central and regional OCSE offices.

3.1 The Addresses and FIPS Codes Window

Addresses and FIPS code information are accessed from the Addresses and FIPS Codes window. This window can be opened from three different locations:

1. From the IRG Public Map Page (refer to Section 1.1.2, “Accessing FIPS Codes and Addresses”):
 - Select **FIPS codes/Addresses** on the right side of the page.
 - Click a state. (The Addresses and FIPS Codes window appears (Figure 3-1) with the state selected as the default.)
2. From the IRG Public Map Page (refer to Chart 1-1, “IRG Public Map Page Window Description”):
 - Click **CLICK HERE to view OCSE / International Addresses** at the top of the page. (The Addresses and FIPS Codes window appears (Figure 3-1) without any state selected as the default.)
3. From the State Profile task bar (refer to Figure 2-1, “State Profile Window”):
 - Select **FIPS/Addresses**. (The Addresses and FIPS Codes window appears (Figure 3-1). The state originally selected for viewing the state profile is selected by default.)

All FIPS code/address options are available from any Addresses and FIPS Codes window by using the navigation panel on the left of the window (Figure 3-1). The navigation panel is consistent on all address windows.

Figure 3-1: Addresses and FIPS Codes Window

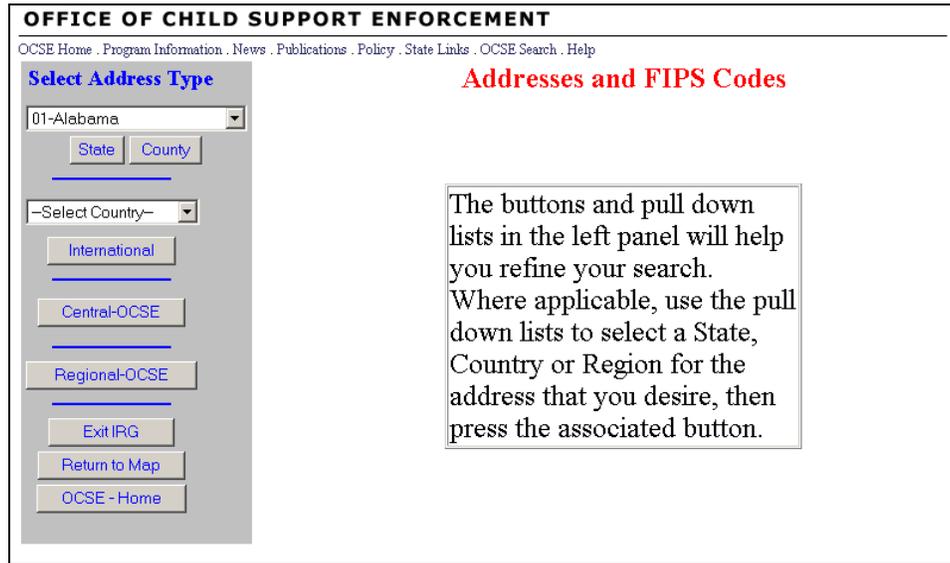


Chart 3-1 describes the features contained in the Addresses and FIPS Codes window.

CHART 3-1: ADDRESSES AND FIPS CODES WINDOW DESCRIPTION	
Element	Description
-Select State- List	Allows you to select a state for viewing its address information. If you selected a state on the map, its name appears in the list box.
State	Opens the Select State Addresses window from which you can search for state addresses.
County	Opens the Select County Addresses window from which you can search for county addresses for the state showing in the -Select State- list.
-Select Country- List	Allows you to select a country in order to search for an international address.
International	Opens the View International Address Data (Read-only) window or the Select Country Province Address window (for countries, like Canada, that have provinces), from which you can locate international addresses.
Central-OCSE	Opens the Select Central OCSE Address window from which you can select an address at the central Office of Child Support Enforcement.
Regional-OCSE	Opens the Select Regional-OCSE window from which you can search for addresses of OCSE regional offices.

CHART 3-1: ADDRESSES AND FIPS CODES WINDOW DESCRIPTION	
Element	Description
Exit IRG	Returns to the OCSE Home Page.
Return to Map	Returns to the IRG Public Map Page.
OCSE - Home	Returns to the OCSE Home Page.

3.2 Locating Addresses and FIPS Codes

This section describes how to locate state and county addresses and FIPS codes, as well as those for central and regional OCSE, and international countries with which the U.S. has reciprocal agreements for the exchange of child support case information.

3.2.1 SEARCHING FOR A STATE ADDRESS

To search for a state address or FIPS code:

1. Select a state from the –Select State– list (Figure 3-1). The state that was selected on the map, or the state that is associated with the State Profile being viewed, is the default.
2. Click **State**. (The Select State Addresses window (Figure 3-2) appears.)

3.2.2 THE SELECT STATE ADDRESSES WINDOW

A state address can be searched for by either address type or contact name. Address type describes the function or office being researched (e.g., an address for the Central Registry). Contact name is the last name of the contact person being researched.

By default, the public can only view addresses associated with the following state address types:

- Automated Interstate Case Status Request,
- Automated Interstate Payment Request,
- Central Registry,
- Employer Assistance Contact,
- State Disbursement Unit,
- State IV-D Director, and
- State Parent Locator Service.

Figure 3-2: Select State Addresses Window

Chart 3-2 describes the selections available in the Select State Addresses window.

CHART 3-2: SELECT STATE ADDRESSES WINDOW DESCRIPTION	
Element	Description
-Select Address Type-	Opens a list of address types for selection.
Address Type Search	Initiates the search for the address type selected and opens the View State Address Data (Read-only) window when the address is located.
Select Contact Name	Opens a list of contacts for selection.
Name Search	Initiates the search for the contact selected and opens the View State Address Data (Read-only) window when the contact is located.

To search by address type:

1. Select an address type from the list (Figure 3-2).
2. Click **Address Type Search**. (The View State Address Data (Read-only) window (Figure 3-3) appears.)

To search by contact name:

1. Select a contact name from the list (Figure 3-2).

2. Click **Name Search**. (The View State Address Data (Read-only) window (Figure 3-3) appears.)

Some States may choose not to display contact names. If this is the case, the list reads: “No Names Available”.

3.2.3 THE VIEW STATE ADDRESS DATA (READ-ONLY) WINDOW

Address data that was searched for is returned in the View State Address Data (Read-only) window, shown in Figure 3-3.

Figure 3-3: View State Address Data (Read-only) Window

OFFICE OF CHILD SUPPORT ENFORCEMENT
OCSE Home . Program Information . News . Publications . Policy . State Links . OCSE Search . Help

View State Address Data (Read-only)

Address Desc: State Disbursement Unit
FIPS Code - State: 01-Alabama

First Name: Connie
Last Name: Williams
Dept: State IV-D Director
Title: Assistant
Address: 145 Main Street
P.O. Box 898
City: Montgomery State/Province: AL
Zip: 36130
Phone: 334 528 8521 x 125 Fax: 334 242 0606
Email: cwilliams@ocse.org
Comments: Please send all correspondence to the post office More...
Modified: 3/26/04 Certified: 5/20/03

Chart 3-3 describes the selections available in the View State Address Data (Read-only) window.

CHART 3-3: VIEW STATE ADDRESS DATA (READ-ONLY) WINDOW DESCRIPTION	
Element	Description
Address Desc.	Displays the type of address.
FIPS Code – State	Displays the FIPS Code and state that was selected.
Contact Information	Displays any contact information that has been provided by the state.

CHART 3-3: VIEW STATE ADDRESS DATA (READ-ONLY) WINDOW DESCRIPTION	
Element	Description
Comments	Displays comments. If the comment is longer than the Comments box, click More... to view the entire comment. Click Cancel to close the IRG Comments window.
Modified	Displays the date of the last modification of the address.
Certified	Displays the date that the address was last certified as being current.

3.3 Searching for a County Address

A county address can be searched by county name, contact name, or city. If searching by county name, narrow the search by selecting an address description from the drop-down list below the –Select County Name– list.

To search for a county address or FIPS code:

1. Select a state from the list (Figure 3-2). The state that was selected on the map, or the state that is associated with the State Profile being viewed, is the default.
2. Click **County**. (The Select County Addresses window (Figure 3-4) appears.)

3.3.1 THE SELECT COUNTY ADDRESSES WINDOW

A county address can be searched by county name, contact name, or city. If a county name is being searched, the search can be narrowed by selecting an Address Description from the list below the –Select County Name– list.

By default, the public can only view addresses associated with the following county address types:

- Collection Agency, and
- Responding Agency.

Figure 3-4: Select County Addresses Window

Chart 3-4 describes the features of the Select County Addresses window.

CHART 3-4: SELECT COUNTY ADDRESSES WINDOW DESCRIPTION	
Element	Description
-Select County Name-	Select a county name from the list to narrow your search to a county. To locate all addresses for a county, do not make a selection from the -Address Description- list.
-Address Description-	Select an address description to narrow your search. To search statewide for an address description, do not make a selection from the -Select County Name- list.
County Search	Initiates the search for the county and/or address type selected and opens the View County Address Data (Read-only) window when the address is located.
Select Contact Name	Select a name to search for an individual.
Name Search	Initiates the search for the contact selected and opens the View County Address Data (Read-only) window when the contact is located.
Select City	Select a city from the list to narrow your search to a city.
City Search	Initiates the search for the city selected and opens the View County Address Data (Read-only) window when the address is located.

To search by county:

1. Select a county from the list (Figure 3-4).
2. Select an address description, if desired.
3. Click **County Search**. (The View County Address Data (Read-only) window (Figure 3-5) appears.)

To search by contact name:

1. Select a contact name from the list (Figure 3-4).
2. Click **Name Search**. (The View County Address Data (Read-only) window (Figure 3-5) appears.)

To search by city:

1. Select a city from the list (Figure 3-4).
2. Click **City Search**. (The View County Address Data (Read-only) window (Figure 3-5) appears.)

3.3.2 THE VIEW COUNTY ADDRESS DATA (READ-ONLY) WINDOW

The searched county address is returned in the View County Address Data (Read-only) window, shown in Figure 3-5.

Figure 3-5: View County Address Data (Read-only) Window

OFFICE OF CHILD SUPPORT ENFORCEMENT
OCSE Home . Program Information . News . Publications . Policy . State Links . OCSE Search . Help

Select Address Type

01-Alabama
State County

-Select County-

International
Central-OCSE
Regional-OCSE
Exit IRG
Return to Map
OCSE - Home

View County Address Data (Read-only)

Address Desc: Collection Agency

FIPS Code - State 01-Alabama 055-Etowah

State Extension Code: 909-909

First Name : Beverly

Last Name : Winans

Dept : Child Support

Title : Director

Address : 345 Biltmore Drive

City : Etowah State/Province : AL

Zip : 35453

Phone : 354 789 9097 x Fax : x

Email :

Comments : More..

Modified : 3/26/04 Certified : 6/14/02

Chart 3-5 describes features of the View County Address Data (Read-only) window.

CHART 3-5: VIEW COUNTY ADDRESS DATA (READ-ONLY) WINDOW DESCRIPTION	
Element	Description
Address Desc.	Displays the type of address.
FIPS Code – State	Displays the FIPS code and state name, and the county FIPS code and name.
State Extension Code	A code, used by some states, to denote offices with similar functions across the state.
Contact Information	Displays any contact information that has been provided by the state.
Comments	Displays comments. If the comment is longer than the Comments box, click More... to view the entire comment. Click Cancel to dismiss the IRG Comments window.
Modified	Displays the date of the last modification of the address.
Certified	Displays the date that the address was last certified as being current.

3.4 Searching for an International Address

Countries appearing on the Select Country list are those for which address information can be confirmed.

To search for an international address:

1. Select a country from the Select Country list.
2. Click **International**. (The View International Address Data (Read-only) window opens.)

Note: If the country has provinces, for example Canada, the Select Country Province Address window (Figure 3-6) opens.

Figure 3-6: Select Country Province Address Window

Chart 3-6 describes the features of the Select Country Province Address window.

CHART 3-6: SELECT COUNTRY PROVINCE ADDRESS WINDOW DESCRIPTION	
Element	Description
-Select Province FIPS Code-	Select a FIPS code and a province from the list to narrow your search.
Search	Initiates the search for the province selected and opens the View International Address Data (Read-only) window when the province is located.

To search for international province address data:

1. Select a province from the -Select Province FIPS Code- list (Figure 3-6).
2. Click **Search**. (The View International Address Data (Read-only) window (Figure 3-7) appears.)

3.4.1 THE VIEW INTERNATIONAL ADDRESS DATA (READ-ONLY) WINDOW

International addresses are displayed in the View International Address Data (Read-only) window, shown in Figure 3-7. (As noted in the preceding section, some countries require selecting a province before an address appears.)

Figure 3-7: View International Address Data (Read-only) Window

Chart 3-7 describes features of the View International Address Data (Read-only) window.

CHART 3-7: VIEW INTERNATIONAL ADDRESS DATA (READ-ONLY) WINDOW DESCRIPTION	
Element	Description
FIPS Code – Country	Displays the FIPS code and country name, and/or the province FIPS code and name.
Contact Information	Displays any contact information that has been provided by OCSE.
Comments	Displays comments. If the comment is longer than the Comments box, click More... to view the entire comment. Click Cancel to dismiss the IRG Comments window.
Modified	Displays the date of the last modification of the address.
Certified	Displays the date that the address was last certified as being current.

3.5 Searching for a Central OCSE Address

This section describes how to locate central OCSE addresses.

To open the window to search for a central OCSE address:

- Click **Central-OCSE**. (The Select Central-OCSE Address window (Figure 3-8) appears.)

3.5.1 THE SELECT CENTRAL OCSE ADDRESS WINDOW

From the Select Central OCSE Address window, shown in Figure 3-8, you can select a central address description.

Figure 3-8: Select Central OCSE Address Window

Chart 3-8 describes features of the Select Central OCSE Address Data window.

CHART 3-8: SELECT CENTRAL OCSE ADDRESS WINDOW DESCRIPTION	
Element	Description
–Select Address From List–	Opens a list of central OCSE address descriptions for selection.
Search	Initiates a search for the Central OCSE address you selected and opens the View Central Address Data (Read-only) window when the address is located.

To search for central OCSE address data:

1. Select a central OCSE address type from the -Select Address From List- (Figure 3-8).
2. Click **Search**. (The View Central Address Data (Read-only) window (Figure 3-9) appears.)

3.5.2 THE VIEW CENTRAL ADDRESS DATA (READ-ONLY) WINDOW

Address data that was searched for is returned in the View Central Address Data (Read-only) window, shown in Figure 3-9.

Figure 3-9: View Central Address Data (Read-only) Window

Chart 3-9 describes features of the View Central Address Data (Read-only) window.

CHART 3-9: VIEW CENTRAL ADDRESS DATA (READ-ONLY) WINDOW DESCRIPTION	
Element	Description
Address Desc.	Displays the type of address.
Contact Information	Displays any contact information that has been provided by OCSE.
Comments	Displays comments. If the comment is longer than the Comments box, click More... to view the entire comment. Click Cancel to dismiss the IRG Comments window.
Modified	Displays the date of the last modification of the address.

CHART 3-9: VIEW CENTRAL ADDRESS DATA (READ-ONLY) WINDOW DESCRIPTION	
Element	Description
Certified	Displays the date that the address was last certified as being current.

3.6 Searching for a Regional OCSE Address

This section describes making selections to locate regional OCSE address data.

To open the window to search a for regional OCSE address:

- Click **Regional-OCSE**. (The Select Regional-OCSE window (Figure 3-10) appears.)

3.6.1 THE SELECT REGIONAL-OCSE WINDOW

To search for a regional-OCSE address:

1. Select a regional OCSE address from the Select Region list (Figure 3-10).
2. Click **Search**. (The View Regional Address Data (Read-only) window (Figure 3-11) appears.)

Figure 3-10: Select Regional-OCSE Window

Chart 3-10 describes features of the Select Regional-OCSE window.

CHART 3-10: SELECT REGIONAL-OCSE WINDOW DESCRIPTION	
Element	Description
Select Region	Opens a list of OCSE regions for selection.
Search	Initiates a search for the region selected and opens the View Regional Address Data (Read-only) window when the address is located.

To search for a regional OCSE address:

1. Select a region from the Select Region list (Figure 3-10).
2. Click **Search**. (The View Regional Address Data (Read-only) window (Figure 3-11) appears.)

3.6.2 THE VIEW REGIONAL ADDRESS DATA (READ-ONLY) WINDOW

Address data that was searched for is returned in the View Regional Address Data (Read-only) window, shown in Figure 3-11. The number and name of the selected region appears below the window title.

Figure 3-11: View Regional Address Data (Read-only) Window

OFFICE OF CHILD SUPPORT ENFORCEMENT
 OCSE Home . Program Information . News . Publications . Policy . State Links . OCSE Search . Help

View Regional Address Data (Read-only)
 Region VIII - Denver

Select Address Type

Select State: [Dropdown]
 State County

Select Country: [Dropdown]

International
 Central-OCSE
 Regional-OCSE
 Exit IRG
 Return to Map
 OCSE - Home

First Name: Rhonda
 Last Name: Turner
 Dept: ACF
 Title: Regional Administrator
 Address: Federal Office Building
 909 Main Street, NW
 City: Denver State/Province: CO
 Zip: 80635
 Phone: 303 526 2789 x [] Fax: [] [] []
 Email: []
 Comments: [] More...
 Modified: 3/26/04 Certified: 1/30/03

Chart 3-11 describes features of the View Regional Address Data (Read-only) window.

CHART 3-11: VIEW REGIONAL ADDRESS DATA (READ-ONLY) WINDOW DESCRIPTION	
Element	Description
Contact Information	Displays any contact information that has been provided by the region.
Comments	Displays comments. If the comment is longer than the Comments box, click More... to view the entire comment. Click Cancel to dismiss the IRG Comments window.
Modified	Displays the date of the last modification of the address.
Certified	Displays the date that the address was last certified as current.

3.7 Viewing Multiple Address Records

If there are multiple addresses associated with a particular state address type, county address type, or country, one or two arrow keys appear at the bottom of the window (Figure 3-12). A message at the top of the screen is displayed: “Current Record Number is *x* of *y*,” where *x* represents the number of the record that is currently displayed, and *y* represents the total number of records available (e.g., Current Record Number is 1 of 3 – means the first record out of three total records). Click **arrows** to view the previous (<) or next record (>).

3.7.1 SAMPLE ADDRESS TYPE WITH MULTIPLE RECORDS

Figure 3-12: Multiple Records and Use of Arrow Buttons

OFFICE OF CHILD SUPPORT ENFORCEMENT
 OCSE Home · Program Information · News · Publications · Policy · State Links · OCSE Search · Help
 Current Record Number is 4 of 7.

View County Address Data (Read-only)

Address Desc: Responding Agency
 FIPS Code - State: 01-Alabama 003-Baldwin
 State Extension Code:
 First Name:
 Last Name:
 Dept: DHR - Child Support Unit
 Title:
 Address: PO Box 1020
 1705 Highway 31 South
 City: Bay Minette State/Province: AL
 Zip: 36507-1029
 Phone: 334 580 2800 x Fax:
 Email:
 Comments: More...
 Modified: 4/2/03 Certified: 6/14/02

< >

To navigate through multiple records:

1. Click **left arrow** (<) to move to the previous record.
2. Click **right arrow** (>) to move to the next record.

3.8 Additional Resources

There are two appendices of the Public User Guide that you may find helpful:

- Appendix A: “Acronyms List”, which contains frequently used acronyms and their definitions; and
- Appendix B: “State, Territory, and Country Abbreviations and FIPS Codes”, which contains a listing of official abbreviations and FIPS codes for states, territories, and those countries with reciprocal agreements with the U.S. to exchange child support information.